

EVENTS COVERAGE REQUEST FORM

If you are interested in having a town meeting or event videotaped by a Braintree Community Access Volunteer, please read the following instructions carefully.

READ INSTRUCTIONS:

1. Contact the studio first, to check equipment availability. Then, contact the person(s) responsible for conducting the meeting or event, and ask them if it would be all right for you to arrange videotape coverage. Let them know that you would like the videotape to be shown on the Public Access or Government Access Television Station in Braintree.
2. Read BCAM Access Rules and Access Channel User Contract.
3. Complete the Access Channel User Contract and this Events Coverage Request Form.
4. Contact the studio to inform the staff of the time and place of the particular event to be covered. Inform the staff that you will be sending this form.
5. Fax, mail or hand deliver this completed form to the Community Access Television Studio.
6. Return the completed Access Channel User Contract and a copy of this Events Coverage Request Form to the Access Station serving your town.
7. BCAM staff will do it's best to arrange coverage of said event by trained access users. **Submitting this form does not guarantee that the event or meeting will be covered.**

COMPLETE THE FOLLOWING:

Your Name:	_____	Date:	_____
Phone:	Day: __(__)_____	Eve.: __(__)_____	
Email:	_____		
Organization:	_____		
Address:	Street: _____		
	City: _____	State: _____	Zip: _____

1. Title of Meeting or Event: _____
2. Date and Time: Date: ____/____/____ Start Time: _____ End Time: _____
3. Location: Name of Building: _____
4. Street Address: _____
5. Room or Hall: _____
6. Description: _____

7. Name of the event Contact Person who has given you permission to arrange videotape coverage:
Contact Name: _____ Phone: _____
8. Name of Community Access Volunteer who has agreed to videotape the meeting or event: _____
9. Explain why you feel the community would benefit from seeing this program?

